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Deputy Executive

13 January 1949

Services Officer, CIA

Handling of Signal Requisitions and Equipment

1. Attached hereto is a procedural guide agreed to by the individuals concerned regarding the handling of signal equipment. It was agreed that the attached procedures are workable, but, with experience, slight changes must, of necessity, be made.

2. These procedures do not go into minute details, but cover the subject rather broadly, and it is believed they will be a start in the right direction, as no written procedures of any kind have heretofore been made.

/s/

[redacted] 25X1A9a

Attachment

AVE:mew

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Subject File

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